

PHYSICAL FITNESS
P.O.S.T. CERTIFIED OFFICERS
#470

1.0 PURPOSE. Davis County recognizes the need for County employees to be physically able to perform specific job duties. The work performed by many County employees requires a level of physical fitness. Performance of the most critical, essential job duties may be infrequent, but the consequences of an inability to perform, or improper performance, can place the County and/or the employee in a position of liability. The ability of each employee to perform essential job duties is affected by the employee's overall physical fitness. Physical fitness can be affected by exercise, diet, tobacco usage, substance abuse, stress management and weight control.

The purpose of this policy is to establish job specific physical fitness standards for Peace Officer Standards and Training (P.O.S.T) certified officers. This policy applies to all part-time and full-time, merit and non-merit officers in the Sheriff's Office and all part-time and full-time, merit and non-merit investigators in the Attorney's Office (hereinafter referred to as Deputy). The standards have been designed to reasonably assure that all Deputies who meet the standards will be able to perform essential physical duties of their jobs, to efficiently serve the public and provide an acceptable level of safety to co-workers.

To assist employees in obtaining and maintaining a level of fitness necessary to perform essential job duties, the County shall provide a fitness program for those employees required to meet a minimum fitness level.

1.1 BACKGROUND. Deputies of the Davis County Sheriff's Office developed fitness standards contained in this policy through a validation process. Eight Deputies were selected randomly from all divisions, 4 were male and 4 were female. This group established standards specific to the job functions of a Deputy Sheriff working for the Davis County Sheriff's Office. Job functions of investigators are similar to those of Deputy Sheriff and because of powers of arrest, liability, training, and certification requirements they are deemed necessary for the position of Investigator in the Attorney's Office. Certain essential job duties require a certain level of physical fitness. The components of physical fitness (cardiovascular endurance, muscular strength, muscular endurance, flexibility, anaerobic power, and body composition) predict the ability of a Deputy to perform essential physical job tasks. As such, measures of those components of physical fitness are job related.

1.2 STANDARDS. The following standards were established and validated by the committee. Therefore, it is the policy of Davis County that all Deputies will be able to demonstrate the following minimum standard, job related physical tasks.

1. Run 1.5 miles in 16 minutes or less.
2. Bench press 70% of Deputy's own body weight, one repetition.

3. Perform 30 Sit-ups in one (1) minute.
4. Perform 25 Push-ups without time limit.
5. Perform a vertical jump of 13” or more.

2.0 DEFINITIONS.

“Assessment” – The process used by a physician to evaluate a Deputy’s capability to perform established physical fitness standards.

“County” – Davis County Government.

“Essential Job Duties” – Any duty, that if removed, would require fundamentally altering the position; the position exists to perform that duty; because of the limited number of employees available among whom performance of that duty can be distributed; or because of the highly specialized nature of the duty.

“Established Physical Fitness Standards” – Those physical tasks or abilities, evaluated and validated to be job specific and required to perform essential job duties.

“Fitness” – The result, in terms of performance and health, or correct lifestyle choices in the areas such as exercise, diet and nutrition, tobacco usage, substance abuse prevention, stress management, and weight control.

“Fitness Coordinator” – Those individuals trained through the Wellness Consultant and Wellness Coordinator to assist with physical fitness training and consultation when appropriate. These positions will be held by Deputies.

“Fitness Program” – For the purposes of this policy, the fitness program will consist of training for Coordinators, screening for safe participation, testing and retesting, goal setting, exercise prescription, exercise class activities and ongoing total fitness education.

“Qualified Person With a Disability” – An individual with a disability who satisfies the requisite skill experience, education, and other job-related requirements of the employment position such individual holds and who, with or without reasonable accommodation can perform the essential duties of the position.

“Test” – The process used to evaluate a Deputy’s ability to comply with established physical fitness standards.

“Training Officer” – A person assigned by the Sheriff to assist the Wellness Consultant and Wellness Coordinator with physical fitness and wellness services.

“Wellness Consultant” – A person under contract with the County to provide physical fitness and wellness services.

“Wellness Coordinator” – A person identified by the County and assigned through the Davis County Office Of Personnel Management to coordinate a wellness and physical fitness program.

3.0 PROCEDURES

A. PROGRAM COMPONENTS

1. **Trained Coordinators.** The County will provide assistance for Deputies participating in the physical fitness program. There will be two components of this assistance program. The first component will be a Wellness Consultant and Wellness Coordinator. The second component will be Fitness Coordinators, which are persons trained in the application of the principles of fitness. Fitness Coordinators will be trained by one of the following: FitForce, the Cooper Institute of Aerobic Research, the American College of Sports Medicine, The Federal Bureau of Investigation National Academy, the National Strength and Conditioning Association, or other equally credentialed individuals or organizations.
2. **Screening for Safe Participation.** The County will require screening of Deputies by the Wellness Consultant and/or the Wellness Coordinator, before they are allowed to participate. The purpose of this screening is to identify those who should seek medical clearance before being tested or beginning an exercise program. Any Deputy identified as requiring medical clearance prior to being tested or beginning an exercise program, will be referred to a physician identified by the County for this purpose, or the Deputy may visit a physician of his/her choice. If a Deputy chooses to visit a physician of his/her choice rather than a physician identified by the County, the Deputy will be responsible for any costs. Any Deputy referred to a physician, will be required to obtain clearance from the physician to participate in the fitness program. (See 3.0, B, e. and f. for further explanation.)
3. **Testing and Retesting.** The County views the testing of whether a Deputy is fit enough to perform essential job duties as a measure of the fitness program's effectiveness rather than a punitive or culling out process. The Wellness Coordinator and Training Officer will conduct regular testing to monitor Deputy compliance and set goals.
4. **Goal Setting.** People are more likely to adhere to a program when effective goal setting principles are employed. The Wellness Coordinator and Wellness Consultant will help Deputies establish goals. The purpose of which is to enable them to achieve and maintain the level of fitness necessary to perform essential duties of the job.

5. Exercise Prescription. The Wellness Coordinator and the Fitness Coordinators may assist Deputies with exercise, based on an individual's current level of fitness, individual preferences, and available facilities and equipment.
6. On-Going Education. The County will provide on-going education on the fitness program and pertinent fitness-related subjects. These topics may include exercise, back pain, cholesterol, stress, tobacco use cessation, and nutrition.
7. Monitoring. In addition to assessments, goal setting, exercise prescription, and on-going fitness education, the Wellness Coordinator will develop a process of monitoring a Deputy's progress. Deputies seeking motivation or additional guidance may contact the Wellness Coordinator for help and guidance.
8. Remedial Fitness Training. Deputies unable to perform established minimum standards of the fitness test may be required to contact the Wellness Coordinator who will work with the Wellness Consultant to establish a Remedial Fitness Training Program. The Wellness Coordinator shall assign the Deputy to a Fitness Coordinator for Remedial Fitness Training. Remedial training will be suggested to specifically address the individual's needs.

B. ASSESSMENT PROGRAM

1. Medical Assessment Procedure. Beginning with adoption of this policy:
 - a. Each Deputy will complete and submit a Health History questionnaire as part of screening for participation in the assessment.
 - b. Each Deputy 40 years of age and older scheduled for fitness assessment shall have undergone a medical evaluation at the County's expense, within 6 months prior to being assessed. This is an evaluation and not a medical examination. If a Deputy chooses to visit a physician of his/her choice and submit to a medical evaluation rather than a physician identified by the County, the Deputy will be responsible for any costs. (See 3.0, B, e. and f. for further explanation.) The examining physician shall assess whether the Deputy can safely participate in the testing and an exercise program.
 - c. Each Deputy will complete a medical history questionnaire. The Wellness Coordinator, the Wellness Consultant, or a physician will review the questionnaire. If for medical reasons, it is determined unwise for a Deputy to participate, the Deputy will be referred to a physician of the County's choice, or the Deputy may consult a private physician, for further medical assessment. If a Deputy chooses to visit a physician of

his/her choice rather than a physician identified by the County, the Deputy will be responsible for any costs. (See 3.0, B, e. and f. for further explanation.)

d. A blood sample will be collected from each Deputy and a qualified laboratory will conduct a blood workup. The Wellness Coordinator or Wellness Consultant will review the results privately with the Deputy. A health evaluation consisting of current blood pressure, resting heart rate, height and weight, body fat composition, and flexibility, may also be completed. Davis County recognizes body composition (percentage of body fat) and flexibility have an impact on both performance and health. As part of the total fitness program, the County may assess body composition and flexibility to provide feedback for health and wellness purposes only. (No department standard will apply to these elements.)

e. The County provides a Wellness Allowance to each Deputy through its Health Insurance Policies. The County will submit the costs of blood work, physical evaluation, and other qualifying costs to its insurance carrier. These costs will be charged against the Deputy's Wellness Allowance.

f. If a Deputy visits a private physician for a medical examination, the employee may submit the costs to the insurance carrier for coverage by the Wellness Allowance.

C. PHASE IN PERIOD

1. Davis County recognizes that physical fitness is a long-term process, and that it will take time for many Deputies to achieve the level of physical fitness required to perform the established minimum standards described in 1.2. To assist Deputies in achieving this level of physical fitness, a three (3) year "phase in" period has been established.

a. The phase in period begins the date this policy is adopted and will end Sept. 1, 2005.

b. During this period, Deputies will be required to participate in a physical assessment at least once per year. Note, this opportunity was made available to Deputies beginning September 2001.

c. Physical Assessments will be conducted the third Thursday of each month when possible. Deputies are required to obtain a blood draw at a designated site and complete the physical assessment between 60 and 90 days prior to the Deputy's eligibility date.

d. Deputies unable to perform the minimum standards will be assisted by the Wellness Coordinator in formulating an individual fitness program. Fitness Coordinators will assist the Wellness Coordinator in helping Deputies improve their ability to meet the minimum standards. These abilities may be reassessed as often as requested by the Deputy.

e. This process will continue until September of 2005, at which time the “phase in period” will end.

f. The phase-in process for Investigators in the Attorney’s Office begins September 1, 2005 and ends September 1, 2008. This applies only to Investigators employed as of September 1, 2005 with the Attorney’s Office. Investigators hired after September 1, 2005 must meet the Fitness Standards upon hire.

D. TEST PROCEDURES – effective September 1, 2005.

1. Testing will be conducted during the months of June, July, August, and September on the third Thursday when possible and at other times designated by the Wellness Coordinator.

a. Testing will be conducted by certified Fitness Coordinators, under the supervision of the Training Officer, and either the Wellness Consultant or the Wellness Coordinator.

b. Every Deputy is required to participate in the yearly testing. Participation includes the physical testing, a blood draw, and a physician assessment, when required. The physician assessment and the blood draw must occur between 60 and 90 days prior to the test.

c. Deputies successful in performing each of the minimum Standards will be tested during the same time period, each year. Deputies unable to perform the minimum of each Standard will have the option of performing the timed Job Task Simulation Tests (JTST) contained in the validation study. The JTSTs consist of: 1) a roadway clearance scenario; 2) an extraction scenario; and 3) a foot pursuit and arrest scenario.

d. If the Deputy chooses to attempt the JTST scenarios, the scenarios will be scheduled between October 1 and October 30. The JTST can only be taken one time.

e. Test results for each Deputy will be forwarded to the Sheriff and the Personnel Director. Results will be reviewed and evaluated by the

captain, lieutenant and sergeant. Each Deputy will be given access to his or her fitness assessment and test results.

E. COMPLIANCE REQUIREMENTS

1. If the Deputy does not qualify for a medical exemption as stated in Section F., and the Deputy is unable to perform the minimum Standards of each test component by September 30, the Deputy will be considered “unfit for duty” and be placed on administrative leave, without pay, for no longer than 30 days. During the 30-day period, the Deputy may apply for any non-certified positions available or take unused vacation time.
2. If at the end of the 30-day administrative leave, the Deputy has not found a non-certified position with Davis County, employment with Davis County will be terminated.
3. Any Deputy who fails to appear and participate in scheduled mandatory testing or refuses or is not active in Remedial Fitness Training without approval from their Division Commander in the Sheriff’s Office or the County Attorney in the Attorney’s Office is subject to discipline for insubordination.

F. MEDICAL EXEMPTION

1. A Deputy may not be able to participate in the fitness program, for a period of time, due to an illness or injury. The following requirements apply when considering a Deputy for medical exemption:
 - a. The illness or injury must be reported as soon as possible to the Deputy’s immediate supervisor.
 - b. The report of the illness or injury must be accompanied by written verification from the physician of care. The verification must be typed on the physician’s letterhead. The verification must include the type of injury or illness, treatment being given, and the prognosis for recovery time to return to full duty. The physician shall be given Appendix A, the essential duties and the final task list. Appendix A must be completed and the essential duties and final tasks must be specifically addressed by the physician in the prognosis.
 - c. During this period of illness or injury, the Deputy will be placed on alternative duty, if available. (i.e., restricted duty, in accordance with existing County policy.)
 - d. To return to full duty, the Deputy must obtain a written release from

the physician of care, in accordance with existing County policy.

e. If the injury or illness occurs during, and/or inhibits the Deputy from participating in a yearly fitness test, the Deputy will complete a fitness test as soon as the physician of care releases the Deputy to return to full duty. The time period the Deputy is unable to test or work will be taken into consideration in determining the deadline by which the Deputy must pass the Fitness Standards or the JSTS upon release. This time period will be limited to 90 days.

f. If the illness or injury is extended more than six months or is permanent, the Deputy is not able to participate in the fitness program or is unable to perform the minimum established fitness Standards, reasonable effort will be made to find an alternative work assignment. A reasonable effort doesn't require the establishment of a new position or extend rights not required under laws such as the Americans with Disabilities Act (ADA) or the Family and Medical Leave Act (FMLA).

G. INCENTIVE PROGRAM

1. It is the goal of Davis County to continue to improve the physical fitness and well being of Deputies. The standards set in this policy are minimum standards. To create an atmosphere that will encourage Deputies to achieve a higher level of fitness, an incentive program will be implemented. At the conclusion of each year, Deputies will have the opportunity to earn incentives based on their performance in the job related physical tasks. There are three levels of recognition awarded to qualifying Deputies.

a. Deputies meeting or exceeding the Elite Performance Goals will earn the Elite Fitness Pin and receive eight hours of administrative leave. Leave must be used within 90 days.

b. Female Deputies and male Deputies 40 years of age and older who meet or exceed the Master Performance Goals will earn the Master Fitness Pin and receive eight hours of administrative leave. Leave must be used within 90 days.

c. Deputies meeting the Minimum Standards for the Physical Fitness Standards will be awarded a Fitness Pin.

	Elite Performance Goals	Master Performance Goals	Minimum Standards
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1.5 Mile Run	12 minutes	14 minutes	16 minutes
Vertical Jump	24 inches	18 inches	13 inches
Sit-ups	52 in one minute	45 in one minute	30 in one minute
Push-ups	50	35	25
Bench Press Body Weight	100% - one repetition	85% - one repetition	70% - one repetition

2. In addition to the incentives specified above, Deputies are encouraged to participate in the County Wellness Incentive Program, Points for Progress. This voluntary program is designed to motivate County employees towards healthy behavior. County employees have the opportunity to earn incentives such as gift certificates by meeting certain criteria and improving their health status. Size, type, and number of incentives awarded are dependent upon the number of County employees participating and the number of points each County employee earns.

H. PERFORMANCE APPRAISALS

1. All Performance Appraisals will include an objective addressing a component or goal of physical fitness. This objective shall be assigned a weight of 10. Deputies will be scored based on his or her level of achievement of the Physical Fitness Standards. See Section G., for a description of the three levels of achievement.

2. Performance Appraisal Objective: "Deputy strives to achieve Physical Fitness Standards and participates in Fitness/Wellness activities."

a. Deputies receiving Elite or Master Fitness Level will receive a rating of "5" for this component of the Performance Appraisal. Participation in Fitness/Wellness activities shall be considered when assigning this rating.

b. Deputies who meet the Minimum Standards will receive a rating of "3" or "4" for this component of the Performance Appraisal.

c. Deputies not meeting the Minimum Standards will receive a rating of "1" or "2" for this component of the Performance Appraisal.

3. Remedial Period Performance Appraisal. Employees placed in a remedial training period which places them on Special Probation (See Performance Appraisal #260, Paragraph 3.0) will receive an adjustment to Standards of Conduct. The adjustment will be a subtraction of 2.5 points from the subtotal.

I. EDUCATION PROGRAM.

Davis County recognizes the need to educate Deputies in the area of physical fitness and wellness.

1. Fitness Education sessions will be scheduled through the Wellness Consultant, the Wellness Coordinator and the Davis County Sheriff's Office training officer assigned to the Administrative Division beginning January of 2002.
 - a. The Wellness Coordinator will develop a yearly plan for education sessions. Periodic surveys will be conducted to determine areas of interest and need.
 - b. Education sessions will be coordinated by the Wellness Consultant or the Wellness Coordinator. The Wellness Coordinator, Fitness Coordinator or their representative may teach sessions.
 - c. Every Deputy will be encouraged to attend the educational sessions.
2. Education sessions will include topics such as fitness lifestyle, exercise, nutrition, substance abuse, stress management, weight management, test preparation etc. The Wellness Coordinator will schedule session topics.

4.0 ORGANIZATION RESPONSIBILITIES

A. WORK ENVIRONMENT

1. The County will strive to create a work environment in which fitness is not only a professional requirement, but also a desired life style, enhancing the quality of appearance, professionalism, and effectiveness of all Deputies.
2. When possible, on-duty time will be provided for Deputies to exercise. However, the final responsibility of Deputies to obtain the level of physical fitness required to perform the minimum standards, rests with the Deputy.
3. The County will provide physical fitness related training and education.
4. The County will maintain accurate records for annual evaluation of the fitness program's effectiveness, as follows:
 - a. Record dates, test scores, Personnel Actions, and correspondence regarding the fitness program for each Deputy.
 - b. From the records, be able to summarize the data by race, sex, age, rank, and position. This statistical information will be maintained for a minimum of five years.

- c. Assure confidentiality of fitness records.
 - d. Summarize all program events such as training, assessments, testing, etc., including the number of Deputies attending the events.
- 5. The County will periodically review policy and revise where indicated improvement or necessary changes are required.
- 6. The County will maintain a staff of certified Fitness Coordinators.
- 7. The County will ensure job descriptions accurately reflect the physical demands of the job.
- 8. The County will incorporate physical fitness as a component of annual performance appraisals.
- 9. The County will provide incentives for performance above the established minimum physical fitness standards.

B. INDIVIDUAL RESPONSIBILITIES

- 1. Every Deputy is responsible for attaining and maintaining a level of fitness required to perform the essential duties of his/her position.
- 2. Deputies will complete a fitness “test” within 60 to 90 days of their eligibility date.
- 3. Deputies who do not meet or exceed minimum standards will contact the Wellness Coordinator to develop an individualized fitness plan.
- 4. Deputies will make an effort to attend a minimum of six fitness education sessions per year.
- 5. Deputies failing to annually meet the test standards are subject to termination of employment.

C. DEPUTY PERFORMANCE REVIEW PROCEDURES

- 1. Deputy performance review rating will address the following:
 - a. Supervisors will be required to rate subordinates on their observed or perceived ability to safely and effectively perform the essential duties of the job, such as sustained foot pursuit, sustained use of force, etc.

- b. Supervisors will be required to continually address and document the ability or inability of each individual Deputy to safely and effectively perform all essential job duties.

Appendix A - Medical Release Form**INDIVIDUAL'S NAME** _____ **Age** _____

Deputies of Davis County are required to perform a variety of essential physically demanding tasks. Please review the job description for a list of duties and the list of essential functions. A copy of each is attached. If the Deputy cannot perform any of the essential functions or duties, please report it on a typed statement on your letterhead and indicate when the Deputy should be fit enough to perform the duty. Each duty and essential function that the Deputy is not fit enough to perform must be included on the statement. If a duty is not discussed, the conclusion is the Deputy is able and released to perform all duties not specifically identified.

To measure a Deputy's capability to perform these critical tasks all applicants and incumbents must undergo a physical fitness assessment or test consisting of the following (5) items:

1. Run 1.5 miles in 16 minutes or less.
2. Bench press 70% of Deputy's own body weight, one repetition.
3. Perform 30 Sit-ups in one (1) minute.
4. Perform 25 Push-ups without time limit.
5. Perform a vertical jump of 13" or more.

Your professional opinion is requested as to whether the Deputy can safely participate in physical fitness testing and exercise training.

PLEASE CHECK ONE:

_____ The Deputy is physically fit enough to participate in the physical fitness assessment.

_____ The Deputy is NOT physically fit enough to participate in the run.

_____ The Deputy is NOT physically fit enough to participate in the bench press.

_____ The Deputy is NOT physically fit enough to participate in the sit-ups.

_____ The Deputy is NOT physically fit enough to participate in the push-ups.

_____ The Deputy is NOT physically fit enough to participate in the vertical jump.

If you indicate a Deputy is not physically fit enough to participate in any of the assessments, attach a typed report on your letterhead indicating when the Deputy will be fit enough to participate in the physical fitness assessment(s).

Physician's Printed Name

Physician's Signature

Date

Appendix B

Medical/Health Screening Guidelines

Before initiating physical fitness testing, it is recommended that a medical/health screening process be conducted. If medical exams are provided prior to employment or on a periodic basis for Deputies then this screening process may not be needed. However, if medical screening is not performed on a regular basis, then this system should be conducted to insure the safety of each Deputy. This system involves the use of a Health History questionnaire to be filled out by each Deputy.

Health History Criteria

Review the Health History Questionnaire on each Deputy. **Follow-up on each question answered to determine the validity of a yes answer.** If possible, see if the Deputy has a cholesterol score.

If the Deputy is considered at risk, he/she should get physician approval to proceed with the testing. If any item in the questionnaire is checked yes, ask for more detailed information. If any one item is a serious current health problem then refer the Deputy for physician screening before testing. If blood pressure is greater than 145/95 and not controlled by medication, refer the Deputy for physician screening before testing.

Health History Questionnaire

Deputy's Printed Name _____

YES	NO	
_____	_____	1. Has a medical doctor ever said you have heart trouble?
_____	_____	2. Do you frequently suffer from chest pains?
_____	_____	3. Do you often feel faint or have spells of severe dizziness?
_____	_____	4. Are you 40 years or older?
_____	_____	5. Has a medical doctor ever said you have an abnormal electrocardiogram (ECG)?
_____	_____	6. Do you have diabetes?
_____	_____	7. Do you have a close family relative (mother, father, sister, brother) who had heart disease before age 50?
_____	_____	8. Has a medical doctor ever said you have high cholesterol or blood fats?
_____	_____	9. Has a medical doctor ever said you have high blood pressure?
_____	_____	10. Do you smoke?
_____	_____	11. Are you accustomed to vigorous exercise?
_____	_____	12. Has a medical doctor ever told you that you have a muscle, skeletal, or joint problem that would stop you from doing any type of exercise?
		13. Date of Blood Draw _____
		Location of Blood Draw _____
		What are your readings on the following (if you do not know they will be provided for you prior to you being tested:
		Blood pressure SBP _____ DBP _____
		Blood lipids Total Cholesterol _____
		Total to HDL Ratio _____

Deputy's signature _____

Date _____

Comments: _____
